

DIRECTIVE NUMBER: 200-04-07

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Reimbursement Rate for Use of Private Vehicle when State-Owned Vehicle is Available

OVERVIEW

K.A.R. 1-18-1a provides that if a mode of transportation is available and is less costly than transportation by privately-owned conveyance, mileage payments for use of a privately-owned vehicle are to be limited to the cost of that other mode of transportation. Therefore, if an employee wants to drive a privately-owned vehicle, but a Hertz rental vehicle or state agency vehicle is available at a lower cost, the agency can limit the reimbursement to the cost of the Hertz vehicle or state agency vehicle.

This regulation precludes an individual from independently electing to drive a private vehicle and seeking reimbursement.

PROCEDURES

The Department of Labor establishes the following policy and procedures for employees who are required to travel on official state business.

- a. Authorization. Use of privately-owned vehicle for official state business must be authorized in advance. This authorization must be given by the Secretary or his/her designee. If no agency car is available, authorization may be given by the car custodian. If such use is not properly authorized, there will be no reimbursement for mileage.
- b. Reimbursement at most economical rate. If an agency or Hertz rental vehicle is available and the cost of using either of these vehicles is less than by privately-owned motor vehicle, any person authorized to use a privately-owned motor vehicle for official state business will be reimbursed at the most economical rate determined by the cost comparison spreadsheet found at the bottom of the following website <https://intra.dol.ks.gov/Fiscal/FiscalForms.aspx>

c. Reimbursement at private car mileage rate. With the authorization of the Secretary or his/her designee, a traveler wishing to use a private vehicle will be reimbursed at the then current rate for privately-owned vehicles as established by K.A.R. 1-18-1a and amendments thereto, when:

- Use of a state agency or Hertz Rental vehicle would be more expensive than a private vehicle as documented by the traveler to the Division Director; or
- The traveler has a disability which requires the use of a vehicle that is specially equipped, and such special equipment is not available on an agency owned vehicle.

Travelers who submit vouchers claiming the regular private vehicle rate, as established by K.A.R. 1-18-1a and amendments thereto, and who meet the conditions outlined above, must have the following statement typed on the Travel Expense Report form and signed by their division director.

“Regular private vehicle mileage approved”

Secretary/Designee

Or they must have the following note attached to their Travel Expense Report and signed by the car custodian:

There was no state vehicle available on:

Car Custodian

References: Department of Administration Travel Handbook
Replaces: Directive 200-03-06
Questions: Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor
Signature on file